

DEPARTMENT OF THE ARMY
HEADQUARTERS, 1109th AVCRAD
CONNECTICUT ARMY NATIONAL GUARD
139 TOWER AVENUE, GROTON NEW-LONDON AIRPORT
GROTON, CONNECTICUT 06340-5300

* STANDING OPERATING PROCEDURE
Number PC 750-8

21 November 2000

EXTERNAL PRODUCTION CONTROL SOP

1. **REFERENCES:**

- a. DA Pam 738-751, Functional User's Manual for the Army Maintenance Management System - Aviation (TAMMS-A).
- b. FM 3-04.500, Army Aviation Maintenance.
- c. FM 38-700, Packaging of Materiel for Preservation, dtd 1 Dec 99.
- d. FM 38-701, Packaging of Materiel for Packing, dtd 1 Dec 99
- e. TM 55-1500-204-23-1 thru -10, AVUM & AVIM Manuals for General Aircraft Maintenance
- f. TB 1-1500-341-01, Aircraft Components requiring Maintenance Management and Historical Data Reports.
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- g. NGR 750-51, Command Maintenance Evaluation Team (Comet).

2. **PURPOSE:** This SOP prescribes policies and operating procedures for managing and controlling maintenance support requested by Army National Guard AASFs supported by the 1109th AVCRAD.

3. **APPLICABILITY:** This SOP applies to all Army National Guard Aviation units and activities supported by the 1109th AVCRAD.

4. **OBJECTIVES:**

- a. Facilitate the repair and return to user of components and aircraft.
- b. Establish a standard system for processing aircraft, components, and assistance requirements for supported unit and the 1109th AVCRAD.

5. **AIRCRAFT REPAIR AT 1109th AVCRAD:**

- a. Units will coordinate the scheduling of aircraft for maintenance with the Production Control (PC) section, 1109th AVCRAD. A DA 2407 will be submitted describing the extent of maintenance desired, deficiencies or symptoms and additional tests or inspections desired.

* This SOP supersedes 1109th AVCRAD SOP No. 750-8, dated 01 August 00

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b. Aircraft will be coordinated by IPD and length of time request has been at 1109TH AVCRAD. The lowest IPD will be scheduled first. If IPD'S are the same, the oldest request will be honored first. A Red X'ed (grounded) aircraft will take precedence. All units designated by NGB to be priority units (FSP, humanitarian, medivac, etc.) shall take precedence over all of the above.

c. A separate DA Form 2407 will be submitted for each aircraft. If there is insufficient lead-time between the coordination (scheduling) and input into maintenance, the DA 2407 will accompany the aircraft upon delivery to 1109TH AVCRAD.

d. Prior to delivery of the aircraft, all organizational level Maintenance discrepancies should be accomplished and all maintenance forms and records should be current.

e. ULLS-A Transfer disks will accompany the aircraft on arrival. The maintenance and inspection procedures accomplished at the 1109th AVCRAD will be updated prior to delivery. Any questions related to ULLS-A Version or "Skip" Changes are directed to QC, SSG Mike McHugh, DSN 636-0234, COM (860) 441-4234, or PC SFC Tom Tonucci, DSN 636-0915, COM (860) 441-2915, Thomas.Tonucci@ct.ngb.army.mil.

f. Upon arrival, a representative of the unit submitting the aircraft will submit a DA 2407, (if not sent in advance) and the aircraft's equipment log books (flight, historical, weight and balance records) to Production Control.

g. A joint inventory by 1109TH AVCRAD Production Control section and the Unit Representative will be performed for all aircraft gear and loose equipment on AVCRAD pre-induction form. When completed, both individuals will sign the inventory and the Unit Representative will be furnished one copy. If the Unit Representative is unable to verify the inventory, AVCRAD personnel will annotate the form to this effect and mail one copy to the unit.

h. PC will accept aircraft into maintenance as listed below:

(1) If the aircraft is acceptable, Production Control will sign the Maintenance Request and return copy 1 to the Unit Representative.

(2) If discrepancies exist, they will be logged on a DA Form 2407 and the DA Form 2408-13. The unit representative will be notified. The Maintenance Request will be accepted and the supported units Maintenance Officer will be notified of the discrepancies. Copy 1 of the Maintenance Request will be furnished to the unit at this time.

(3) Maintenance request will be entered in PC records according to SOP 750-04. A flow sheet will be attached to work request at this time. Appropriate personnel will initial all areas on the flow sheet.

i. Pre-Inspection Maintenance Test Flight: A Pre-inspection Maintenance Test Flight (PMTF) or a Maintenance Operational Check (MOC) will be performed, when appropriate, to determine, troubleshoot, or isolate maintenance discrepancies.

j. The PC Section having coordinated with QC and Maintenance Officer, will decide the scope of inspection to be performed at this time. The repair being accomplished will govern the extent of inspection required.

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k. Inspections:

- (1) A 100% initial inspection will be performed on all aircraft received for crash damage repair.
 - (2) Those aircraft received for repairs or maintenance will receive a limited initial inspection, to determine repair procedures, and to detect any discrepancies that would endanger safe flight.
 - (3) In Progress: These inspections will be performed to assure a continuing high standard of maintenance and insure that there are no faults, which may be covered up by later maintenance.
 - (4) Final: The final inspection is performed to insure that all required repairs have been satisfactorily completed and all applicable forms/records are updated and accompany the item of equipment. This inspection is mandatory prior to aircraft test flight.
- l. Maintenance discrepancies discovered during the inspection or repair of an aircraft, which will result in a delayed completion date, will be coordinated with the submitting unit for the disposition of maintenance.
- m. The Maintenance Division upon arrival of the aircraft will initiate a Daily Aircraft Status Record (DA Form 1352-1).
- n. Upon completion of aircraft maintenance, the submitting unit will be notified that the aircraft is ready for issue, (RFI).
- o. Upon acceptance, the unit will sign for aircraft, verify the joint inventory and receive the organizational copy of DA Form 2407.

6. COMPONENT REPAIR: (NON-RMA)

- a. Only serviceable, repairable components not on the 1109th AVCRAD RMA or DLR list will be accepted and processed for repair by the 1109th AVCRAD Production Control Section. Only repair and return items on the 1109th AVCRAD CAPABILITIES LIST will be accepted. All other items will be turned-in by the supported unit through its normal supply channels.
- b. Units submitting a component for repair will deliver the component to the 1109th AVCRAD Supply Section. Components received by mail are required to meet the same acceptance standards as those delivered by courier.
- c. All components will be accompanied by a properly completed Maintenance Request (DA Form 2407) listing all discrepancies. A DA Form 2410 for those components requiring it will accompany DA Form 2407. All components will be properly tagged in accordance with (IAW) DA Pam 738-751; preserved IAW FM 38-700; and packed IAW FM 38-701.
- d. Upon receipt, PC will determine the acceptability of the component, the Maintenance Request (DA Form 2407 and DA Form 2410), proper packaging, damage in shipment, and proper tagging. If the component is acceptable for repair, Production Control will sign DA Form 2407 and return copy 1 to the Unit.

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e. Upon completion of a component repair, the component will be returned through one of the following procedures:

(1) Picked-up by the Unit: Upon acceptance, the Unit Representative will surrender the receipt copy (green) of DA Form 2407. The Unit Representative will sign the remaining DA Form 2407 and accepting the equipment.

(2) Shipped to the Unit: The 1109th AVCRAD will ship the component by the most appropriate means, with DA Form 2407 enclosed. Upon receipt of the component, the Unit will sign for DA 2407 and return copies 2, 3, and 5, to 1109th AVCRAD Production Control.

f. Components repaired and returned to the supported activity will meet all the criteria of proper preservation, packaging and documentation as outlined in paragraph 6c of this SOP.

FOR THE COMMANDER:

DISTRIBUTION:
B

LORETTA WALKER
CW3, CTARNG
Adjutant

ANNEXES:

A - Frequent Inaccuracies of Submitted Forms

B - 1109TH AVCRAD Pre-Induction Aircraft Requirements

ANNEX A TO 1109th AVCRAD SOP 750-8, dated 21 November 2000

FREQUENT INACCURACIES OF SUBMITTED FORMS

1. DA FORM 2407: (Maintenance Request)

a. All DA Form 2407s:

(1) IPD codes, Section I is that of the owning organization, not the submitting activity. The IPD is determined by Fad's assigned by current Aviation Logistics Office directives. If IPD 01-08 is used in Section I, there has to be a signature by the Unit or Activity Commander or the Acting Commander in block 34a.

(2) Block 1a and 1c. Data of the owning organization, not the submitting unit.

(3) Block 5. Enter Code H for all equipment evacuated to the 1109TH AVCRAD.

(4) Block 24 and 25 should be completed with as much data as possible.

(5) Block 34a must be signed.

b. Component Maintenance Request:

(1) DA Form 2410 must accompany all time change items.

(2) Block 11. Complete serial number of component/item to be repaired.

(3) Block 25. The Model Design Series (MDS) and S/N of the aircraft the item was removed from.

(4) Block 7. NSN of the component to be repaired.

(5) Block 24: Do not request general repairs, describe briefly and clearly the fault or symptoms.

c. Aircraft Maintenance Request using DA Form 2407.

(1) Block 8. Enter MDS of aircraft.

(2) Block 7. NSN of aircraft.

(3) Block 24. Sheet metal discrepancies will list the station (area) of the discrepancy. A picture or drawing should accompany DA Form 2407 showing discrepancy if clarity requires it.

2. MATERIAL CONDITION TAGS AND LABELS: (TB 750-126)

a. Any aviation component sent for repair to the 11 09th AVCRAD will have a material condition tag securely attached to the component.

b. When properly packaged, a duplicate material condition label (or additional tag) will be secured to the exterior of the package or container.

ANNEX A TO 1109th AVCRAD SOP 750-8. Dated 1 Aug 00

c. DD Form 1577-2,1577-3: (Unserviceable/Repairable)

- (1) "Condition Code" block. Leave blank.
- (2) "NSN, part no. and item description" block. Complete data.
- (3) "Reason for repairable condition" block. Describe complete fault or symptoms noted.
- (4) "Removed from" block. Complete MDS and complete serial number of aircraft.
- (5) "Inspector's name or stamp and date" block. Must be completed.
- (6) "Remarks" block. Time change and condition components listed in TB 11500-341-01 are required to list the following date: DA Form 2410 control number, time since new, and time since last overhaul.

ANNEX B TO 1109th AVCRAD SOP 750-8, dated 21 November 20000

1109TH AVCRAD PRE-INDUCTION AIRCRAFT REQUIREMENTS

1. Is the discrepancy as written on the DA Form 2407 work request documented in the aircraft logbook records?

YES_____ NO _____Initials _____

2. Has a Safety of Flight inspection been conducted and all discrepancies noted?

YES_____ NO_____ Initials_____

3. Is the DA Form 2408-18 current and complete?

YES _____ NO _____ Initials _____

4. Have all special inspections (-18s) been updated and completed in order to facilitate rapid turn-around time by eliminating organizational level maintenance to be performed by the 1109th AVCRAD.

YES _____ NO _____ Initials _____

Estimated time to repair aircraft by 1109th AVCRAD Production Control was:

5. Has the aircraft been washed and made ready for induction into 1109th AVCRAD Maintenance?

YES	NO	Initials
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6. Ensure that aircraft Identiplate for contract fuel accompanies aircraft logbooks.

YES	NO	Initials
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7. Items 1-6 have been complied with.

Maintenance Officer's Signature

REMARKS:

[illegible]